



Home of the Patriots!



# **Union County High School Student Handbook 2021-2022**



## MASTER SCHEDULE

### BLOCK DAY (Monday, Tuesday, Wednesday, Thursday) Schedule

Monday - Thursday	Monday & Wednesday	Tuesday & Thursday	Times	Minutes Per Class
Block One	Period 1	Period 2	8:15-9:50	95 minutes
Block Two	Period 3	Period 4	9:55-11:30	95 minutes
Block Three	Period 5 (Lunch)	Period 6 (Lunch)	11:35-1:35 Lunches: A: 11:35-12:05 B: 12:10-12:40 C: 12:45-1:15	90 minutes
Block Four	Period 7	Period 8	1:40-3:15	95 minutes

### FRIDAY Schedule: (Students will be meeting with all classes on Friday)

Bell One	8:15	8:55	40 min
Bell Two	9:00	9:40	40 min
Bell Three	9:45	10:25	40 min
Bell Four	10:30	11:10	40 min
Bell Five	11:15 A: 11:15 B: 11:50 C: 12:25	12:55 11:45 12:20 12:55	65 min
Bell Six	1:00	1:40	40 min
Bell Seven	1:45	2:25	40 min
Bell Eight	2:30	3:15	40 min

#### Two-Hour Delay Schedule (Monday-Thursday)

**Block 1:** 10:15 - 10:50 (35 min)

**Block 2:** 10:55 - 11:30 (35 min)

*Rest of the day NORMAL*

**Block 3:** 11:35 - 12:05 (90 min)

*Lunches:*

A: 11:35-12:05

B: 12:10-12:40

C: 12:45-1:15

**Block 4:** 1:40 - 3:15 (95 min)

#### Two-Hour Delay Schedule (IF ON A FRIDAY)

**Bell 1:** 10:15-10:35 (20 min)

**Bell 2:** 10:40-11:00 (20 min)

**Bell 3:** 11:05-11:25 (20 min)

**Bell 4:** 11:30-11:50 (20 min)

**Bell 5:** 11:55-1:35 (65 min)

*Lunches:*

A: 11:55-12:25

B: 12:30-1:00

C: 1:05-1:35

**Bell 6:** 1:40-2:10 (30 min)

**Bell 7:** 2:15-2:45 (30 min)

**Bell 8:** 2:50-3:15 (25 min)

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**UNION COUNTY HIGH SCHOOL**  
**HANDBOOK** *Home of the "Patriots" - Est. 1972*

410 Patriot Boulevard  
 Liberty, IN 47353  
 765 458-5136 Phone  
 765 458-6315 Fax  
 "Red, White, and Blue"



***School Song:***

We are proud of our school and team,  
 Patriots are tops...  
 And in them we have trust...  
 And want them to win!  
 We'll back our UCHS through thick and thin.  
 Faithful, loyal, we'll boost our team;  
 Red, White and Blue we'll carry high.  
 So it's onward...upward...  
 We're on our way to victory!  
 Rah! Rah! Rah!

***Non-Discrimination Policy:***

It is the policy of Union County College corner Joint School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC. 22-9-1), IC.20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Union County College Corner Joint School District's compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Compliance Officer for Union County College Corner Joint School District, 107 Layman St., Liberty, Indiana, 47353 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

***Traditions:***

Established in 1972, the first class to graduate from UCHS was the class of 1973, and UCHS continues to educate many outstanding young men and women. Union County High School is an accredited member of Cognia.

***The UCHS Handbook:***

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

This handbook is not a contract between the school and parents/guardians or students. It may be amended at any time at the discretion of the corporation.

If policy changes are enacted during the school year, the administration will communicate the changes immediately to students, staff and parents/guardians.

**UCHS Vision: UCHS empowers healthy, honorable, productive, resilient global citizens.**

**Union County College Corner Joint School Board:**

Grace Adkins, Mary Eversole, Doug Gardner, Darrell Harvey, Dave Hofmann, Jessica Ewing-Jones, Susan Kirkpatrick, Mike Sims and Matt Snyder

Superintendent	Aron Borowiak	PE	Jordan Ashbrook
Principal	Connie Rosenberger	Math	Libby Adams
Assistant Principal	Mike Reister	Math	Alex McCool
Office Manager	Miranda Maddock	Math	Brady Meier
Treasurer	Georgetta Hartman	Math	Megan Meier
Athletic Director	Ryan Overholt	Music Choral	Debra Allbright
Guidance Director	Robin Durham	Music Instrumental	Mitch Hardy
Guidance Counselor	Chad Lieberman	Science	Kelly O'Sullivan
Guidance Office Manager	Jill Webb	Science	Jerry Richwine
School Nurse	Laurie West	Science	Nick Shank
Agriculture	Cassidy Krom	Science/Librarian	Cindy Toschlog
Art	Mandi Reed	Social Studies	Daniel Taylor
Business/Health	Ashley Reister	Social Studies	Ryan Brattain
Business/Social Studies	Russell Creek	Social Studies/Alt Ed	Pat Tafelski
English	Karla Barnhizer	Special Needs	Charlotte Hale
English	Rachel Dorrel	Special Needs	Sarah Hofer
English	Shannon Hill	Special Needs	Abigail Huber
English	Madeline Honerlaw	Aides:	Sharon Brooks
FACS/Social Studies	Jennifer Brannon		Bekki Geis
Foreign Language	Dorothy Campbell		Ashley Stewart
Foreign Language	Megan Worcester		Kaitlyn Pippinger

*Receipt of this student handbook is delivered via the school website, paper copies are provided by office staff as needed/as requested. As a parent/guardian, I and my child(ren) understand, accept, and agree to comply with the school rules as communicated below and any additional rules communicated by the school administration on an as needed basis.*

## **Academic Achievement Awards:**

Purpose: To challenge, encourage, recognize, and reward academic excellence. Two yearly award programs are conducted. The Fall Awards Dinner Program presents awards for the previous school year. In the spring, seniors (only) are recognized on Senior Awards Night for the current school year's achievement based upon the Grade 12 schedule of awards.

### **Senior Awards Program**

Scholar Blanket: A Union County Scholar blanket will be awarded to any senior with a 3.5 CUMULATIVE GPA (GPA reported on the report card) **through the first semester of the senior year.**

Scholar Certificate: A senior student could still earn a scholar certificate based upon his/her yearly GPA performance (3.5 or higher) **through the first semester**, even if the CUMULATIVE GPA is less than a 3.5.

Scholar Stoles: Seniors will be awarded stoles to wear at graduation based upon the classifications below. The stoles will recognize all Summa, Magna, and Cum Laude students. **The graduates of the Class of 2021 and 2022 will receive their stoles based upon 8 semesters of coursework. Starting with the Class of 2023, students will receive stoles and awards based on grades/status through the 7th semester of the senior year.**

Certificates and Stoles will be classified as:

- Summa Cum Laude (Highest Honors) 3.9 and up
- Magna Cum Laude (High Honors) 3.7-3.8999
- Cum Laude (Honors) 3.5-3.6999

### **Fall Awards Program (Grades 9, 10, and 11)**

Scholar Plaque: A scholar plaque will be awarded to all students earning a 3.5 grade point average for the previous year. Students are assessed on a yearly basis. Each year is independent of the other. The GPA is not calculated as a cumulative average (shown on report card), rather it is based solely upon the GPA for each given year. *Plaques will be Classified as:*

- Summa Cum Laude (Highest Honors) 3.9 and up
- Magna Cum Laude (High Honors) 3.7-3.8999
- Cum Laude (Honors) 3.5-3.6999

## **Academic Honor Code:**

In its simplest form, academic integrity is the idea that all work that a student does is original. We feel that the Honor Code is the best way for us to further the atmosphere of academic honesty and an attitude that cheating and plagiarism are unacceptable, not because students fear being caught, but because these actions are unfair to the students and their peers and detrimental to our community as a whole. The Honor Code will allow UCHS to teach us more than numbers and words, but also teach us how to be true to ourselves, honest in our actions, and capable of fairly co-existing with others - lessons that will help us to succeed throughout our lives.

The Honor Code affirms that students have been and will be academically honest. It affirms that they will not plagiarize, will not copy, will not lie, will not cheat, and will not defy any of the departmental standards regarding the Honor Code. In agreeing with these statements, students recognize that even the attempt to disregard this pledge is a violation of Honor Code policy.

### **DEFINITION OF HONOR CODE TERMS**

- **PLAGIARISM** - the representation of another's words, phrases, paragraphs, or ideas as one's own.
- **COPYING** - the direct use of another student's work to complete a quiz, test, exam, or other assignments; or allowing another student to use your own work for that purpose. Also, any use of answers located in the book without the teacher's authorization. Claiming ownership (copy & paste from the web) of online content.
- **LYING** - the deliberate deception about academic work, including the signing of the pledge when aid has been given or received.
- **CHEATING** - any act of deception, fraud, or trickery that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such deception. Cheating includes, but is not limited to, copying from notes, books, or online content without the permission of the teacher or aiding another student in such practices.

Any student who is found guilty of any Honor Code offense will receive a grade of zero (0) on the first offense and a conference will be held with the student and his/her parent/guardian and the teacher. Any additional offense will result in at least a conference with the parties listed above, plus an administrator to discuss the loss of credit for the class as a result of the violations documented by the teacher.

## Attendance:

The School Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

**The school day begins at 8:15 a.m.** Students are not permitted in the building prior to 7:30 am unless they are enrolled in "Early Bird." After the school day begins, students must enter and **sign-in and out** at the main office. Students **leaving early** for medical or dental appointments or for some other school approved reason must bring a note from home with a parent's or guardian's signature and phone number, and they must present this note to the attendance clerk at the beginning of the school day.

### Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task. UCHS believes strongly in relationship building and ownership and support of all students. A professional staff member's responsibility must include, but not be limited to:

- a. Providing meaningful learning experiences every day; therefore, a student who is absent from any given class period would be missing a significant component of the course.
- b. Speaking frequently of the importance of students being in class, on time, ready to participate.
- c. Keeping accurate attendance records (excused vs. unexcused)
- d. Incorporating defined, daily participation as part of the teaching/learning process and each grading period.

### Reporting of Student Absences

All absences must be reported by the parent or guardian. Absences may be reported by phone, voice mail, electronic transmission, or written note. If a phone call or voice mail or e-mail report is not received by 9:00 a.m., when possible an attempt will be made by the school to contact the home of the missing student to verify his/her absence. E-mails may be sent to Mrs. Maddock at [miranda.maddock@uc.k12.in.us](mailto:miranda.maddock@uc.k12.in.us). Should the school have to make this contact because the parent did not call, the absence will be considered unexcused. An absence reported by phone or voice mail needs to include a specific explanation for the reason of the absence. Any absence reported by electronic transmission or written note should be received by school personnel no later than the date the student returns from the absence and must include a specific explanation for the reason of the absence.

### Definitions:

**Absence** is defined as non-presence in the assigned location. A student shall be considered "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Under SEA 1, the Superintendent or an attendance officer shall report a child who is habitually absent from School in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services. In accordance with State law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The student's current license cannot be revoked for habitual truancy. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy **5611** and the Student Handbook.

#### 1. Excusable Reasons for Absence

Regular attendance is essential for each child to receive benefit from regular daily instruction. We urge all parents to keep students at home only when it is necessary. The following factors are considered reasonable excuses for time missed at school: illness, recovery from accident, required court appearance, death in the immediate family or of a relative, observation of religious holiday, professional appointment that cannot be scheduled after school, maternity, military connected families' absences related to deployment and return, college visits during their junior and senior year not to exceed two visits per year, and such other good cause as may be acceptable to the Superintendent or permitted by law.

#### 2. Unexcused Absences

Any absence that is not an excused absence or an exception to compulsory attendance contained in Policy 5200 is an unexcused absence.

3. **Exempt Absences:** Pursuant to I.C. § 20-33-2-14 through 17.2, a student is excused from attending school under some circumstances. Those circumstances include serving as a page or honoree of the Indiana General Assembly, participating in an election, testifying in court under subpoena, serving with the National Guard for no more than ten days, or serving with the civil air patrol for no more than five days. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and may not be penalized in any way by the school.

***The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity meets the conditions set out in I.C. § 20-33-2-17.5.***

### **Truancy**

A student shall be considered truant each day or part of the day s/he has a non-excused absence from his/her assigned location.

### **Tardy / Half Day**

A student who arrives 10 minutes or more late is considered absent. A student who arrives up to 10 minutes late is considered tardy. The first three tardies of any semester are dealt with at the teachers' discretion. Tardies number four through seven will result in disciplinary action per disciplinary chart. *Athletes must be in attendance the last three periods of a day to participate in any sport.*

### **Students Leaving School during School Day**

No student shall leave school during the school day established by the class schedule for that student without authorization by a staff member – preferably office staff. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal established by the schedule established for that student except with the approval of the principal and with notice to the student's parent / guardian.

**Prearranged Absences:** A prearranged absence is one that is scheduled in advance. Students must obtain a form from the Office and take it home to be filled out and signed by their parents or guardians. All the student's teachers shall be given an opportunity to sign the form. A teacher can refuse to approve of the absence for academic or behavioral reasons. If the parent and student deem the absence necessary, the work missed for that class will be recorded as a zero. The form must be in prior to the day of absence. ***These absences count towards the student's total of Ten (10) days.*** Work must either be done in advance or upon the student's return at the discretion of the teacher.

#### **1. Student Vacations during the School Year**

Vacations during days school is in session are considered unexcused absences. Student work may be made up and credit received during this time.

#### **2. College Visits:**

- a. They are limited to two (2) per year for juniors and seniors. With permission from administration, sophomores would be permitted to use (2) of their (4) year cumulative total.
- b. These must be pre arranged by contacting the college admission office. A pre-arranged absence form must be completed in the high school office.
- c. These days will not count against a student's absences if the proper procedure has been followed and all the work is made up according to the prearranged absence policy.

#### **3. Field Trips:** Forms for field trips will be issued by the teacher sponsoring the trip. The following steps should be completed in order:

- a. Complete the top half of the form and get a parent signature.
- b. Get all teachers' signatures in classes that will be missed. TEACHERS CAN OPT NOT TO SIGN THE FORM IF THE STUDENT IS NOT IN GOOD STANDING IN THEIR CLASS, EITHER BECAUSE OF GRADES OR ABSENCES. If teachers exercise this right, they will sign the form and make a note that permission is being denied due to grades or absences. *The student will not attend the field trip if one or more teachers exercise this option.* In addition, teachers have the option to require work completion either before or after the field trip.
- c. Get the attendance clerk or assistant principal's signature.
- d. Turn the form in to the teacher who is sponsoring the field trip. The teacher will turn the form in to the attendance clerk.

### **Make Up Work**

- **Make-Up Work:** Students can make up any work missed as the result of a general absence. Students have the total number of consecutive days missed plus one to turn in all make-up work for full credit, unless the teacher designates otherwise. *It is the student's responsibility to request missed work and to verify the deadline for turning it in.* Assignments are posted in CANVAS. If requesting homework from a teacher, it may be picked up the following day after 3:30 p.m.



- If a student is absent for only **part of a day**, any projects, homework, or other assigned work that is due should be turned in during the time the student is in attendance. Failure to do this could result in no credit for the work. Any tests must be taken on the designated day if the student is in attendance for part of the day unless the teacher grants an alternative.
- **Incomplete** grades will only be issued on an emergency basis and shall be completed within two weeks of the end of the grading period.

#### **Procedures for Students with 5 or More Absences:**

**Step 1:** A letter will be sent to parents after (5) days of absences. This letter will be sent regardless of the circumstances and regardless of whether the absences are excused or unexcused.

**Step 2:** After (8) days of absence within one (1) school year, the next parent contact will be made. This contact may include, but is not limited to letter, phone contact, meeting with the teacher or administrator, or meeting with the school team.

**Step 3:** After ten (10) days of absence within one (1) school year, the student becomes socially ineligible for club leadership positions, aide positions, and social events including all dances.

**Step 4:** Classes with ten (10) or more absences are subject to forfeiture of credit unless successfully appealed with the Assistant Principal and/or UC Corporation Attendance Committee.

Any action taken will be dependent on the reasons for the absences and will be dealt with on an individual basis. A waiver process is available.

### ***Automobiles and Driving Privileges:***

-Students who wish to drive to school must secure a permit from the treasurer. CARS THAT ARE NOT REGISTERED WITH THE SCHOOL MAY BE TOWED AT THE EXPENSE OF THE OWNER.

#### **Parking Rules and Regulations:**

The use of the parking lot is a privilege. With this privilege come certain obligations. All student vehicles must have a UCHS permit displayed on their rearview mirrors.

1. Reckless or negligent driving on school grounds or surrounding property may result in loss of driving privileges - such driving may be reported by any school employee.
2. Smoking is not permitted in vehicles while on school property.
3. Students should enter and leave the parking lot ONLY via Patriot Boulevard.
4. Students are to leave their vehicles as soon as they arrive at school.
5. As soon as the student drives on school property, the vehicle should be parked in the student lot or other assigned spaces only.
6. No vehicle is to be driven during school hours unless permission has been secured from appropriate school personnel. No student parking will be permitted in the front lot of the high school.
7. Any type of accident on school grounds must be reported to school officials, and any personal injury accident must be reported to the police and school officials.
8. WTCC students may not drive to vocational school unless class assignments indicate the need to drive. They must have secured permission from the principal or assistant principal, and have signed permission from parents. No one else can be in the vehicle.

#### **Suspension of Driving Privileges**

PL 121-1989, effective July 1, 1989, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who commits the following acts:

1. At least a 2<sup>nd</sup> out-of-school suspension **or**,
2. Withdraws from school for no apparent financial hardship or medical reasons **or**
3. An expulsion from school, **or**
4. An exclusion from school.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons. A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of the following events:

1. The student turns 18 **or** the end of the semester in which the student is reinstated.
2. The suspension, expulsion, or exclusion is reversed after a hearing conducted under Indiana state code. The law requires school officials to report to the Bureau of Motor Vehicles:
  - a. That a student is eligible for a license or permit because the student has not been suspended at least two times, expelled, or excluded, and
  - b. When a student has been suspended from school at least two times, withdrawn from school, expelled, or excluded. Furthermore, the Bureau of Motor Vehicles **may not** issue a driver's license or permit to a student who is 1. At least 13, but not less than 15
3. A habitual truant (student identified as truant the third time in a semester).



## ***School Bus Rules and Regulations***

In the interest of safety, the Union County College Corner Joint School District Board of Trustees adopted the rules and regulations listed below. Since the conduct of a pupil or pupils on a moving vehicle can create a hazardous situation for the bus driver, these rules will help eliminate these problems. School bus drivers are to have control of all schoolchildren transported to their schools and to their homes. The driver shall keep order, maintain discipline among the children while they are on the bus or along the route, and shall treat all children in a civil manner. Bus drivers shall see that no child is imposed upon or mistreated while in their charge and shall use every care for the safety of the children.

### **SCHOOL BUS RULES AND REGULATIONS:**

1. Students shall arrive at the bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus stop. If there is a delay, the bus driver will sound the horn and look for a signal from the bus stop. If there is no immediate signal, the driver may leave that location.
2. No students may enter or leave the bus until the bus has come to a complete stop and the driver gives the signal.
3. Behavior at the bus stop must not cause harm to another person or to another's property.
4. Students must go directly to their assigned seats upon entering the bus (or to an available seat if seats are not assigned) and remain seated properly, keeping aisles and exits of the bus clear.
5. Students must observe classroom conduct, obey the driver promptly and respectfully, and may never use inappropriate language.
6. Students must not eat, drink, chew gum, or bring or use any type of tobacco or vaping devices on the bus. This prohibition includes water bottles and squirt guns.
7. Students must not have alcohol or drugs in their possession on the bus.
8. Students may neither throw or pass objects on, from, or into the bus nor put their heads or arms out of the bus windows.
9. Students may not carry any large object on the bus that creates a problem for the safe and efficient operation of the bus. Examples include large musical instruments or large school projects.
10. Students must leave or board their assigned bus at their assigned locations unless they have written parental and/or administrative authorization to do otherwise.
11. No window or doors should be opened or closed except by permission of the bus driver.
12. Upon recommendation of the driver a student may be denied the privilege of riding on the school bus for 1 day. In multiple or more severe situations, the driver and/or administrators may deny riding privileges for multiple days.
13. No glass of any kind can be permitted on a school bus.

### **STUDENT BUS SUSPENSION PROCEDURE:**

- Any student causing a disturbance which interferes with the disciplining or safety of the driver or passengers may be suspended from riding privileges.
- In most cases, the driver should first discuss the problem with the student and then, if the conduct remains unsatisfactory, the parent/administrator should be informed of the problem and informed that suspension will follow if the student refuses to conduct himself/herself in the proper manner.
- If the student continues to conduct himself/herself improperly, the student's driver/building administrator should suspend the student for a period of not less than one or more than five days on the first suspension. This suspension must be handled using the necessary conduct forms. Notification and a copy of the conduct form with action will be sent to the Central Office.
- Any student continuing to disobey bus riding standards (after one suspension) will be suspended for an extended period on the second offense.
- Any student found guilty of vandalizing the school bus will automatically be suspended for a longer period of time, based upon the seriousness of the act, and/or will be charged for the repairs.

## ***Background Checks for Volunteers***

All volunteers in the Union County College Corner schools will be subject to a limited criminal history check. *There is no cost to the volunteer.* The only requirement for volunteers is giving their birthdate to school personnel. The school where the individual is volunteering will complete the limited criminal history check and keep the record on file. These limited criminal history checks will need to be updated annually. Examples of volunteers who need a background check include volunteer coaches, classroom volunteers, field trip chaperones, dance chaperones, volunteers at athletic events, and workers not under the direct supervision of school personnel (electricians, construction workers, etc.) People who make deliveries to our buildings do not require a background check. Should there be any question as to whether an individual requires a background check, contact the Superintendent. These limited criminal history checks should not be confused with the background check that is required of employees. That background check is completed by the individual on our website.

## ***Clubs and Organizations***

The following clubs and organizations are available for students at UCHS who remain socially eligible—agree to random drug testing, pass 5 or more classes and miss 10 or fewer days:

Baseball- Boys'	Band
Basketball - Girls' and Boys'	Drama Club
Cheerleading	FCCLA
Cross Country – Girls' and Boys'	Fellowship of Christian Athletes
Football	FFA
Golf – Girls' and Boys'	Fine Arts/Musical
Soccer—Boys' and Girls'	Gardening Club
Softball – Girls'	Model Legislature
Student Athletic Advisory Committee	National Honor Society
Tennis – Girls' and Boys'	Orienteering Club
Track—Girls' and Boys'	Peer Helpers
Volleyball	Science Club
Wrestling	Spanish Club
Academic Teams	Student Council
Archery Club	Unified Sports Club
Art Club	World Travelers
	Yearbook

UCHS students in leadership positions have a responsibility to live up to the trust that other students have placed in them. In order to have a school community of which we can all be proud, it is necessary for individuals to not only police themselves, but others as well. The acceptable standards that the school community has set must be held up as the standards for all students, and student leaders must help enforce those acceptable standards.

## ***Code of Conduct for all Academic and Extracurricular/Co-curricular Activities:***

Participation by students in ECA programs *is a privilege*. In accepting that privilege, students and their parents/guardians accept the responsibility that accompanies such participation as a representative of the student body and school community. That responsibility places the student in a position to model both citizenship and academic performance. **Consequently, any student who is involved in any ECA must adhere to the ECA Code of Conduct and submit to participation in the UCCCSJSD Random Drug Testing Program.**

### ***Academic Standards***

- A. To be eligible scholastically, students must be enrolled in, and must have received passing grades at the end of the last grading period in, at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. **On an eight period schedule, students must be enrolled in, and must have received passing grades at the end of the last grading period in six (6) classes to be eligible for participation.**
- B. A student may gain eligibility for a fall ECA and/or sport by enrolling in and passing the needed summer school course(s).
- C. A student must be in attendance **by 11:45am** in order to participate in ECA activities that day. Special consideration might be given for dentist/doctor appointments, family emergencies, or school-related field trips.

***Citizenship Standards***--Violations of state law, school board policy, and/or building policy (including vocational school), or rules established by specific ECA/Athletic activities are subject to disciplinary action as follows:

- A. MINOR VIOLATION -- Violation of rules established by specific ECA/athletic activities will result in discipline administered by the coach/sponsor and/or athletic director/principal. Discipline may include suspension or removal from ECA activity/team.
- B. VIOLATION OF ADOPTED SCHOOL POLICY AND/OR BUILDING POLICY (INCLUDING ANY SCHOOL AFFILIATED WITH UCCCSJSD (WCC, Alt Ed, etc.) -- any violation that results in suspension or expulsion from school will result in the student not being able to participate in any capacity in any and all ECA activities (including athletics) until the conclusion of the suspension or expulsion period. Violations will result in discipline administered by the coach/sponsor and/or athletic director/principal. Discipline may include suspension or removal from ECA activity/team.
- C. FLAGRANT VIOLATIONS -- these violations will be divided into two categories. Interviews and a review of the established facts of the violation will be conducted by any one, or combination, of the following individuals: principal, assistant principal, athletic director, and/or coach/sponsor. The administration of the suspension will be conducted by the principal/athletic director and/or coach/sponsor. **A violation will result in the following disciplinary action:**

**CATEGORY I** – Selling of any substance which is or contains, but not limited to alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, steroids whether prescription or sold over-the-counter without a prescription, or any substance represented by the provider to be of any of the above mentioned substances. Selling of any paraphernalia or commission of an act that could be considered a felonious act.

First Offense	Second Offense
Will result in students not being able to participate in any capacity in all ECA activities for a one-year (365 days) period, including summer.	Will result in permanent removal from any/all ECA activities for the remainder of the student's high school career.

**CATEGORY 2** – Consuming, possessing, or knowingly transporting any substance which is or contains, but not limited to: tobacco products, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, steroids whether prescription or sold over-the-counter without a prescription, or any substance represented by the provider to be any of the listed substances. Using, possessing, or knowingly transporting any paraphernalia, or commission of an act that could be considered a misdemeanor act. ***Students who test positive in the UCCCSJSD Random Drug Testing Program will be held to these consequences and may be subjected to periodic re-testing to ensure compliance.***

First Offense	Second Offense	Third Offense
A tobacco/vaping offense will result in a suspension from ECA, co-curricular, and other identified activities for 27 school days and suspension from athletics for 15% of the season's contests. All other offenses will result in a suspension from ECA, co-curricular, and other identified activities for 90 school days and suspension from athletics for 50% of the season's contests. Students may reduce this penalty (excluding the tobacco/vaping penalty) by providing school administration/counselors with a substance use assessment. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for assistance. With a substance use assessment, the penalty is reduced to 45 school days for ECA, co-curricular, and other identified activities, or 25% of the athletic season's contests.	Will result in a suspension from all activities for a period of 365 days from the date of infraction.	Will result in suspension from all activities for the remainder of the student's middle school <b>or</b> high school career. This is specific to building (i.e. when coming to the high school the student regains a clean slate).

#### **ADDITIONAL NOTES CONCERNING ATHLETIC SUSPENSIONS**

1. The issuing of suspensions does not necessitate the involvement of law enforcement or the judiciary system. Suspensions may be issued based on a preponderance of evidence that a violation has occurred.
2. All suspensions from a sport start for the next played contest after a violation is confirmed. Suspensions will be served in consecutive contests. Suspensions will be carried over to the next athletic season or school year if the student is currently not in season or does not have enough contests/events remaining on his/her current season's schedule to serve the imposed suspension percentage.
3. Athletes must practice during the terms of suspension unless the coach or sponsor of the activity deems otherwise.
4. Contracted scrimmages, conference tournaments, and state sanctioned tournaments count as one (1) contest each when calculating suspensions.
5. When calculating percentages for suspensions, the number of contests will be rounded to the nearest whole number.
6. A student who is serving a suspension cannot join another sport to serve the suspension if the first official practice of the sport s/he wishes to join has already taken place.
7. A student must finish a season(s) in which s/he is serving an ECA suspension in good standing for the season(s) to fulfill the ECA suspension.
8. A student cannot serve an ECA suspension during an athletic season in which s/he is academically ineligible to participate.
9. Students serving suspensions will not be further penalized due to inclement weather. That is, contests/events cancelled/postponed due to inclement weather will count as contests/events served toward an ECA suspension, unless a replacement contest/event is scheduled. Students must serve, at the minimum, a one contest/event suspension for any and all ECA suspensions imposed, regardless of cancellations/ postponements.
10. All ECA standards apply during the entire school year and during summer.
11. Summer activities can be affected by the ECA Code of Conduct.
12. Any contest/event missed by a student due to a school suspension will count towards his/her ECA suspension.
13. Any ECA violation and/or suspensions imposed by a transferring school on a transferring student will be carried over and applied to the ECA Code of Conduct.

#### **RIGHT TO APPEAL AN ATHLETIC SUSPENSION**

The student and/or parent(s)/guardian(s) may request, in writing to the principal, a formal appeal hearing. This written request must be made within ten (10) school days after the suspension is imposed. The Athletic Council will act as the review board. The review board will meet and make a final determination within ten (10) school days of receipt by the principal of the written request for a formal appeal hearing. A two-thirds (2/3) vote (to the nearest whole number) of the review board is needed to uphold the appeal, and thus overturn the suspension. Students testing positive in the random drug testing program are not eligible for this appeal process and must follow the appeal process of the random testing program. The Athletic Council is composed of all varsity head coaches, a senior male and senior female student-athlete, the principal, assistant principal and athletic director.

#### **Commencement:**

All students **MUST** be in "good standing" with school administration before participating in commencement. All students **MUST** meet the diploma requirements listed in the course selection guide for graduation before they can participate in the graduation exercises. Students requiring summer school following their senior year, or part-time attendance the year following their senior year, will not be permitted to take part in graduation exercises at the end of their twelfth year. Any student who has fees or obligations due at the end of his/her senior year will not be permitted to receive his/her diploma until all obligations are cleared with the school treasurer.

## **Dance Procedures:**

Dance sponsorship is available to UCHS clubs and organizations. Permission to sponsor a dance is obtained through the Principal's Office. Forms requesting a dance are to be filled out and returned to the Principal. UCHS dances are only for students in grades 9-12 (no middle or elementary students can attend). The following guidelines are for all dances:

1. The sponsor must attend the dance and remain until all students have left the building.
2. There must be at least two (2) other adult chaperones, and one (1) of those two (2) must be a faculty member.
3. The sponsor is responsible to have a list of students who are on social probation and monitoring student entries if necessary. Tickets for dances are sold through the Treasurers' Office and **must be purchased in advance**.
4. Students must meet the ECA academic standards at the last grade check to attend dances.
5. Students will not be allowed to re-enter if they leave the dance. Students leaving early will be required to contact a parent with the dance chaperone/sponsor/admin.
6. Disc jockeys, bands, or groups will not be paid in cash. Purchase orders must be submitted one week before the dance in order for the check to be available.
7. Students are to remain in the area of the dance.
8. Any student that withdraws from the current school year or is currently suspended or expelled is ineligible to attend any dance.
9. All post-game dances will be approximately 90 minutes after the game is over.
10. Students must be in attendance for the entire day of the dance or the school day immediately prior to the dance. **PROM PROCEDURES**
11. Prom is for UCHS students in grades 11-12.
12. Students must be passing 70% of classes (Alt Ed students must pass 70% of their course load) on the second semester midterm grading period. **This means students must be passing 6 classes on an 8 period day. No exceptions.**
13. **Students with 10 or more absences from school are socially ineligible to attend prom and must appeal to the Assistant Principal for the privilege of attending the prom activities through the waiver process.**
14. Guests must be from grade 10 up to 20 years old (No one 21 or older may attend a school dance). No school employee may attend as a guest even if s/he is in the 18-20 year range.
15. All other dance procedures and guidelines apply.

## **DANCE DRESS CODES**

Dances are designed to provide students with a social opportunity in a controlled and safe environment. In order to do this, **attire at all dances must project an image of modesty and be age-appropriate.** These styles would be considered inappropriate: too tight, too low, too high, too revealing, too dangerous to dance in. If students are unsure about the appropriateness of an outfit, attire should be approved by an administrator prior to the date of the dance. Students may be denied access to a dance based upon inappropriate attire.

## **GUESTS AT DANCES**

The following guidelines are for guests ... No guests permitted at "routine dances"—**only permitted at homecoming and Prom.**

1. Guests of UCHS students must produce a photo ID at the door for admission and must have been signed up with the Assistant Principal at least one week prior to dance. Guests must pass the criminal background check.
2. **NO tickets shall be sold at the door.**
3. Only students presently enrolled in high school, grades 9 through 12, may attend.
4. Guests must be from grade 10 up to 20 years old. No one older than 20 may attend. No school employee may attend as a guest even if they fall in the 18-20 year range.
5. Students may only sign up one guest.
6. Students **must enter with the guest they signed up.**
7. No middle school students are allowed to attend any UCHS dances, including Prom.

## ***Discipline:***

### **ADAPTATION OF INDIANA CODE FOR STUDENT DISCIPLINE**

Student supervision and the fostering of desirable behavior in students in regard to school purposes is a responsibility shared by the students, parents, teachers, administrators, and staff, and is subject to the rules and policies adopted by the governing body and to the supervisory authority of the school corporation administrative staff, to principals, to administrators, and to teachers and other school corporation personnel having charge of any educational function.

Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action which is then reasonably necessary to carry out or to prevent an interference with the educational functions of which he/she is then in charge.

All corporation administrators may make written rules, establish written standards governing student conduct, and take any action which is reasonably necessary to carry out, or to prevent interference with carrying out, any educational function.

Some behavior is more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, probation, referral to special personnel in the school (counselor, assistant principal, principal), parent conferences, detention, suspension, and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

UCHS utilizes security cameras and video recording software to ensure student safety. Cameras and recording software are in use at all times. Recorded material is reviewable by the administration at any time and may serve as evidence for investigating student misconduct. The security camera system footage can only be viewed by school officials and law enforcement agencies.

### **STUDENT RULES OF CONDUCT**

Union County School Corporation declares as school board policy that certain student misconduct will be grounds for suspension or expulsion from school. Our handbook states that the grounds for expulsion and suspension apply when a student is:

On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.

1. Off school grounds at a school activity, function, or event.
2. Traveling to or from school or a school activity, function, or event.

The following behaviors are prohibited by our students, unless an individualized education program (IEP) is implemented. Such misconduct or substantial disobedience is defined to include, but is not limited to, the following acts:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exits of any school building or corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor, or room.
  - C. Setting fire to or substantially damaging any school building or property.
  - D. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - E. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - F. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right of the Constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property of substantial value, or repeatedly damaging or stealing property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Fighting, name-calling, challenging, verbal or written threats or any form of intimidation, or other forms of conflict oriented behavior. This also includes behavior appearing to promote or to encourage conflict between or among



- others. Physical contact need not occur before this rule has been violated.
6. Horseplay, throwing of objects, or other activities, which tend to disrupt the educational environment.
  7. Use of profanity, vulgarity, racial slurs, obscenities, pornography, or any type of indecent display or exposure. Any person in possession of, distributing, or taking part in the manufacturing of obscene pictures, videos, writings, books, or magazines on school property is subject to disciplinary action.
  8. Use of slanderous speech and/or libelous written material that interrupts the discipline and/or educational function of the school.
  9. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
  10. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person(s) or damage property when the student has information about such plans or actions.
  11. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. A student who must use a knife as part of an organized activity held by that organization and approved by the principal of the school may use the knife as long as the knife is used as part of or in accordance with the approved organized activity.
  12. Knowingly possessing, handling, or transmitting any firearm or destructive device on school property.
  13. Knowingly possessing, transmitting to another person, selling, or being under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, a barbiturate, an amphetamine, an intoxicant, a narcotic, a depressant, or a hallucinogen whether prescription or sold over-the-counter (without a prescription) or to be any substance represented by the provider to be any of the listed substances including diet aids, stimulants, and sleep aids or other "look-alike" or "street" drugs. These products include e-cigarettes/vaping devices, any type of look-alike products or other related products associated with tobacco or nicotine use. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
  14. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision (i.e. insubordination), where the failure constitutes an interference with school purposes or an educational function.
  16. Use of non-designated student areas.
  17. Engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical contact or any other type of harassment.
  18. Engaging in voluntary or consensual sexually-related contact with another person.
  19. False reporting. False reporting of bullying conduct by a student is a violation of this rule and will result in any appropriate disciplinary action or sanctions. False reporting includes a situation when a student makes a report knowing or having reason to believe that the information is not true. It could also be a situation where the reporting student leaves important information out of the report or gives misleading information. A student who makes a report in good faith based on information the student does not know to be false, is not committing false reporting.
  20. Attempting or committing hazing acts or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of mental, emotional, or physical harm.
  21. Involvement in gangs or displaying of gang paraphernalia (symbols, types of clothing, signs, colors, etc.) The following is prohibited and will not be tolerated:
  22. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, or other such items identified and associated with gang membership or affiliation.
  23. Using hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang. 3. Using any speech or committing any act in the promotion of gang interests or activities including but not limited to: soliciting others for membership in any gang, threatening or intimidating others, inciting others to commit physical violence. \*Two or more gathered in a common interest is considered a gang.
  24. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under these sections.
  26. Knowingly using on school grounds, during school hours, an electronic paging device or a cell phone in a situation that is disruptive to the educational process.
  27. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the school attendance law, or habitual tardiness to school.
  28. Attending a school that is not within the attendance area of the student's legal settlement when no transfer has been granted by the school corporation or has been ordered by the commission on general education, or if no agreement has been made to pay cash tuition, or if no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the school corporation.

In addition to the preceding grounds for expulsion or suspension, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or educational functions. A student may also be suspended or expelled for engaging in unlawful activity on or off school grounds during school holidays, breaks, or vacations, or other periods of time when a student is not attending class or a school function. **Any student suspended or expelled will not be permitted to participate or attend any athletic/extracurricular activity on the day(s) of the suspension/expulsion.**

## DISCIPLINARY CHART

The chart below is to *serve as a guide* to students and teachers as to the recommended disciplinary procedures, which will be used at Union County High School. Students, who choose to misbehave, bear the consequences of their actions. Offenses not addressed on the chart below will be handled in a manner consistent with the overall disciplinary philosophy of Union County High School.

<b>Violation</b>	<b>LEVEL ONE</b>  <b>First Offense OR</b> <b>Offenses Serious Enough</b> <b>to Move to Level 2 or 3</b>	<b>LEVEL TWO</b>  <b>Second Offense OR</b> <b>Offense Serious Enough</b> <b>to Move to Level 3</b>	<b>LEVEL THREE</b>  <b>Third Offense</b>
Alcohol Violation	OSS & Rec. Expulsion		
Bullying/ Harassment	1-3 days ISS	1-5 Days OSS	OSS & Rec Expulsion
Classroom Disruption/Insubordination	Detention	1 day ISS	1-3 days ISS or 1-3 days OSS
Cheating/Plagiarism	"0" and P/T conference	Withdrawn from class	
Defacing Property (minor)	Restitution & Detention	Restitution & 1 day ISS	Restitution & 1-3 days OSS
Driving Violation	Warning	2 weeks no driving/LFS	Loss of Driving Privileges/ISS
Drug Paraphernalia	OSS & Rec. Expulsion		
Drug Violation (including any substance causing impairment)	OSS & Rec. Expulsion		
False Attendance Call/Note	Detention	1 day ISS	1-3 Days OSS
Fighting, Battery and/or Assault	3-5 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Gang Involvement	1-10 day(s) OSS/Possible Expulsion	Expulsion	Expulsion
Inappropriate Affection	Warning	Detention	Detention or ISS
Inappropriate Physical Contact	Detention or ISS	1-3 Days ISS	1-3 Days OSS
Inappropriate Dress	Warning and/or change	Change and Detention	Change and 1 day ISS
Inappropriate Language/Gesture to Employee	1-3 days OSS	3-5 days OSS	OSS & Rec. Expulsion
Inappropriate Language/Gesture to a Peer	1-3 days ISS	1-3 days OSS	3-5 days OSS Expulsion Considered
Leaving Class without Permission	Detention	Detention or ISS	ISS or 1-3 days OSS
Major theft	Restitution & 3-5 days OSS	OSS & Rec. Expulsion and Restitution	
Minor theft	Restitution & 1 day ISS	Restitution & 1-3 days ISS	Restitution & 1-3 days OSS
Out of area	Detention	Detention (2)	1 day ISS

Phone/electronic devices	held and returned to the student by the office at end of the day	Parent must sign for release of the item & pick the item up	Parent must sign for and pick up item student will be moved to serious defiance category
Physical attack on Employee	OSS & Rec. Expulsion		
Pornography	1-3 days ISS & Police	3 days OSS & Police	3-5 days OSS & Police
Possessing a weapon	OSS & Rec. Expulsion		
Profanity/Vulgarity	Detention	1 day ISS	1-3 days ISS or 1-3 days OSS
Derogatory/Discriminatory Remarks	1-3 days ISS	1-3 days OSS	3-5 days OSS
Serious defiance/insubordination	1-3 days ISS	1-3 days OSS	3-5 days OSS
Serious disruption in school	1-3 days ISS	1-3 days OSS	3-5 days OSS
Sexual misconduct	5-10 days OSS	OSS & Rec. Expulsion	
Threat to an Employee, Staff, or Student	5-10 days OSS	10 days OSS & Rec. Expulsion -	Police will be notified both times
Tobacco/Vaping Device & Paraphernalia Violation	2 days ISS/Ticket	1-3 days OSS/Ticket	2-4 days OSS/Ticket
Tardies Per Class	Tardies # 4 & 5 Detention	Tardies 6 & 7 1 day ISS	Tardies # 8 & More 2 days ISS
Tardies Total Report Per Semester	Tardies 8-10 2 Days ISS	Tardies 11-20 1 Day OSS	21+ Tardies 1-3 days OSS Expulsion Considered
Truancy	1 day ISS	2 days ISS	1 day OSS Expulsion Considered
Vandalism/Trespassing	Restitution & 3-5 days OSS	OSS & Rec. Expulsion	
Excessive referrals in a Semester	6 referrals 1 day OSS	7 referrals 3 day OSS	8 referrals Expulsion for Semester
Excessive referrals to office for the year	10 referrals 1 day OSS	11 referrals 3 days OSS	12 referrals Rec. Expulsion for not more than 2 Semesters
Excessive Absences	Five day Letter	8 day Letter and conference with student and parent	Possible Loss of credit pending appeal to UCMAC

#### **FIREARMS, DESTRUCTIVE DEVICE, AND WEAPONS POLICY**

1. Indiana state code specifies that a "firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosive.
2. For purposes of this rule, a destructive device is:
  - a. -an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - b. -a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is designed for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

Indiana state code specifies that a "deadly weapon" means the following: A weapon, device, Taser (as defined in IN code), or electronic stun weapon (as defined in Indiana code), equipment, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, or is used intended to be used, is readily capable of causing serious bodily injury.

1. An animal (as defined in Indiana code) that is
  - a. Readily capable of causing serious bodily injury, and
  - b. Used in the commission or attempted commission of a crime.

Per Indiana state code, possession of a loaded or unloaded deadly weapon, firearm, or destructive device on UCCJSD property will result in expulsion for a period of at least one calendar year.

**IN-SCHOOL SUSPENSION (ISS)** - Students may be placed in an isolated area for supervised study during the school day as an intervention technique. All assigned work must be completed during ISS time. Major assessments such as tests or projects over material for which the student was in class must be made up and will count. This absence does not extend any assignment deadlines. It is the responsibility of the student to get his/her work to the appropriate teacher in a timely fashion.

**OUT -OF- SCHOOL SUSPENSION (OSS)** – This may be used as an intervention technique for disciplinary purposes. All assigned work must be completed during OSS time. Major assessments such as tests or projects over material for which the student was in class must be made up and will count. This absence does not extend any assignment deadlines. It is the responsibility of the student to get his/her work to the appropriate teacher in a timely fashion.

Parents are responsible to sign the student in and out of the program on the days assigned. Parents must accompany the student for the court date required for placement in this program. Students may not drive to the program without prior consent of the Principal or Assistant Principal.

#### Program Description

When a high school or middle school student is suspended from Union County for a second time, the student is required to appear in the Union County Circuit Courthouse at 8:00 a.m. the next morning. **The student must be accompanied by the parent(s) or legal guardian.** The student will not be allowed to enter school until he/she has met with the Judge and served his/her suspension at the Intake Center. **At the informal adjustment meeting with the judge, the student and parent/guardian will sign a document stating that if the student misbehaves during his/her suspension or is a repeat offender, then the student will be assigned additional community service hours or possibly be placed on Juvenile Probation.** Each school is required to submit a disciplinary report to the Judge's office the day before the student's hearing. Each school has established punishment guidelines for each school infraction and are published in the school's student handbook. After appearing in court, the court will issue an order to instruct the student to report to the Union County Intake Center. This is where a classroom has been provided and the student is under constant supervision. **The parent(s), guardian, or court-approved escort are required to sign the student in each morning and out each afternoon.** Class starts at 8:30 a.m. and ends at 3:00 p.m. each day, with a 30-minute lunch break. Students are required to bring a sack lunch and drink. This is a totally quiet environment with no communication between students. The OSS supervisor is required to evaluate each student and report back to the school of origin, Court, and Probation. This report includes: attendance record, student's behavior, completed work, and comments that may be warranted. Students receive school work, and work on their assignments the entire time. The OSS supervisor makes every effort to get the student ahead in his/her studies. If a student completes all of his/her work, or fails to bring work to class, the supervisor may assign a report on a subject matter related to each class or be assigned light community work with Community Corrections. Within this program, emphasis is placed on academics and completion of homework assigned by the school within a disciplined environment. Accuracy, neatness, and good study habits are emphasized. Students in this program receive credit on a sliding scale for homework that is completed. While in this program, students are expected to abide by the OSS rules and school handbook rules.

#### Program Goals and Benefits

1. Reduce the number of students suspended out of school.
2. Increase adult supervision of suspended students.
3. Increase individual academic achievement otherwise lost via out-of-school suspension.
4. Increase students' knowledge of adolescent social, developmental, and health-related issues (i.e. peer pressure, alcohol, tobacco, vaping devices, other drugs, diversity, and tolerance).

#### **EXCLUSIONS:**

Exclusion means any disciplinary action where a student is suspended from school attendance for a longer period than an out-of-school suspension or expulsion. Any student may be excluded from school in the following circumstances: If the student has a dangerous communicable disease, transmissible through normal contacts, that possesses a substantial threat to the health or safety of the school community. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where, on account thereof, the student's presence in school would constitute an interference with an education function or school purpose.

#### **DUE PROCESS PROCEDURES**

Union County School Corporation has provided a procedure for the handling of student suspensions and exclusions from school. The basic premise of this is fairness. A full text of the procedure is available at each school or at the school administration building upon request. The following is a summary of that procedure:

**SUSPENSION:** Grounds for suspension include conduct constituting grounds for expulsion and any other violations of rules and standards of behavior as set forth by building administrators. A student may be suspended from school attendance for up

to ten (10) school days. The following procedures apply for suspensions:

Any Principal may suspend a student for conduct constituting grounds for expulsion or suspension. Such suspension shall be made only after the Principal has made an investigation thereof and has determined that such suspension is necessary to help any student or to prevent interference with an educational function or school purpose.

1. No suspension may be made without affording the student an opportunity for an informal hearing. At the informal hearing, the student is entitled to a written or oral statement of the charges against him/her; and, if he/she denies the charges, a summary of the evidence against him/her and an opportunity to explain his/her conduct.
2. Notice of, and the informal hearing, shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
3. Within twenty-four (24) hours, or such additional time as is reasonably necessary, following such a suspension, the school shall send a written statement to the student's parent describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the action taken. The Principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the Principal does not justify extending the period of the student's suspension.

#### **EXPULSION/EXCLUSION:**

Expulsion means disciplinary action whereby a student is suspended at least for the balance of the current semester or up to the remainder of the school year, not to exceed one calendar year. The following procedures shall be followed before a student is disciplined by an expulsion or is excluded:

1. A written charge shall be filed by the principal with the superintendent within the five-day suspension period requesting expulsion or exclusion. A copy of the written charge shall also be sent to the student and the parent by certified mail.
2. The superintendent decides that there are reasonable grounds for investigation or that an investigation is desirable, he/she shall, within one (1) school day after such charge is filed, appoint a hearing examiner.
3. The hearing examiner shall, within two (2) school days after his/her appointment or within four (4) school days after his/her appointment if additional time is reasonably necessary, send a statement to the student and his/her parent explaining the procedure for requesting a hearing upon the charges. The statement shall specify that to initiate a hearing, the student or his/her parent must deliver a written request to the hearing examiner in person or by registered or certified mail within ten (10) calendar days after receipt of the hearing examiner's statement.
4. The hearing examiner's statement shall also include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for exclusion or expulsion. This shall include a summary of the evidence to be presented against the student but this provision shall not be technically interpreted if there is a good faith effort to make such a statement.
  - b. The penalty, if any, the principal or his/her designee has requested and any other penalty to which the student may be subject.
  - c. A description of the hearing procedures provided by this chapter.
  - d. A statement that the student, his/her parent or other representatives, including counsel, may examine his/her academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and has a right to know the identity of the witnesses to appear against him/her, except where the release of the witnesses' names may, in the opinion of the hearing examiner, subject them to unreasonable harassment.
  - e. A statement that before expulsion or exclusion can be invoked, the student has a right to a hearing, upon request, on the specified charges.
5. If a hearing is not requested within ten (10) calendar days following receipt of this statement, all rights, administratively and judicially, to contest and appeal the punishment requested in the charge by the principal or his/her designee are waived.
6. If a hearing is requested, the hearing examiner shall within two (2) school days after the request is made or within four (4) school days after it is made if additional time is reasonably necessary, give notice to the student and his/her parent of the time and place for the hearing.
7. The hearing concerning a student expulsion or exclusion shall be initiated within ten (10) days of the time the student is suspended from school unless it cannot be reasonably initiated within such time or unless the student, his/her parent, or representative requests a delay of the proceedings.
8. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
9. Notice of the hearing examiner's findings and recommendations and the superintendent's determination shall be sent by certified mail or given by personal delivery to the student and his/her parent within two (2) school days after the superintendent's determination is made.
10. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must

be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent(s). The board will then take any action deemed appropriate.

### ***Dog Searches:***

Please see Board approved NEOLA Policy #5771. Dogs are used occasionally to search lockers, vehicles, etc. per this policy.

### ***Dress Code Guidelines:***

Students and Parents share the responsibility for making sure that students maintain a healthy and respectful appearance while attending school and school activities. Student appearance must not cause a disruption to the educational process, must not cause a distraction, and must not interfere with school purpose. Disciplinary action will be taken by administration when students fail to adhere to the school dress code. The best advice is: **"When in doubt, rule it out."**

Blouses, shirts, and tops must be long enough to cover the midriff at all times and with straps that are a minimum 3" in width with a finished sleeve (sheer or transparent material will not meet the above requirement). Students must wear shoes at school and when attending school activities. Shorts, skirts and dresses are to have an inseam with a length longer than fingertips as the arm hangs down the side normally. Wallet chains or protruding studded spikes on jewelry are prohibited.

Any student wearing any form of clothing considered too short, too transparent, too vulgar, too indecent, and/or too revealing by school officials will be asked to change **or** will be placed in Alternative Placement until appropriate clothing can be brought in for them. Any form of clothing containing vulgar, obscene, or profane words, sayings, and/or pictures or denoting and/or depicting tobacco/vaping products, alcohol products, legal or illegal drugs, sexual innuendos, dual meaning, and/or sexually suggestive pictures or words, or displaying any gang-related article of dress or adornment, is not allowed at school or at any school activity. Hats or headgear are NOT permitted from when you arrive through the final bell ending the normal school day (3:15).



## Union County High School Girls Dress Code

**When in Doubt—Rule it Out**

**Please err on the side of modesty when dressing for school**

**Acceptable**

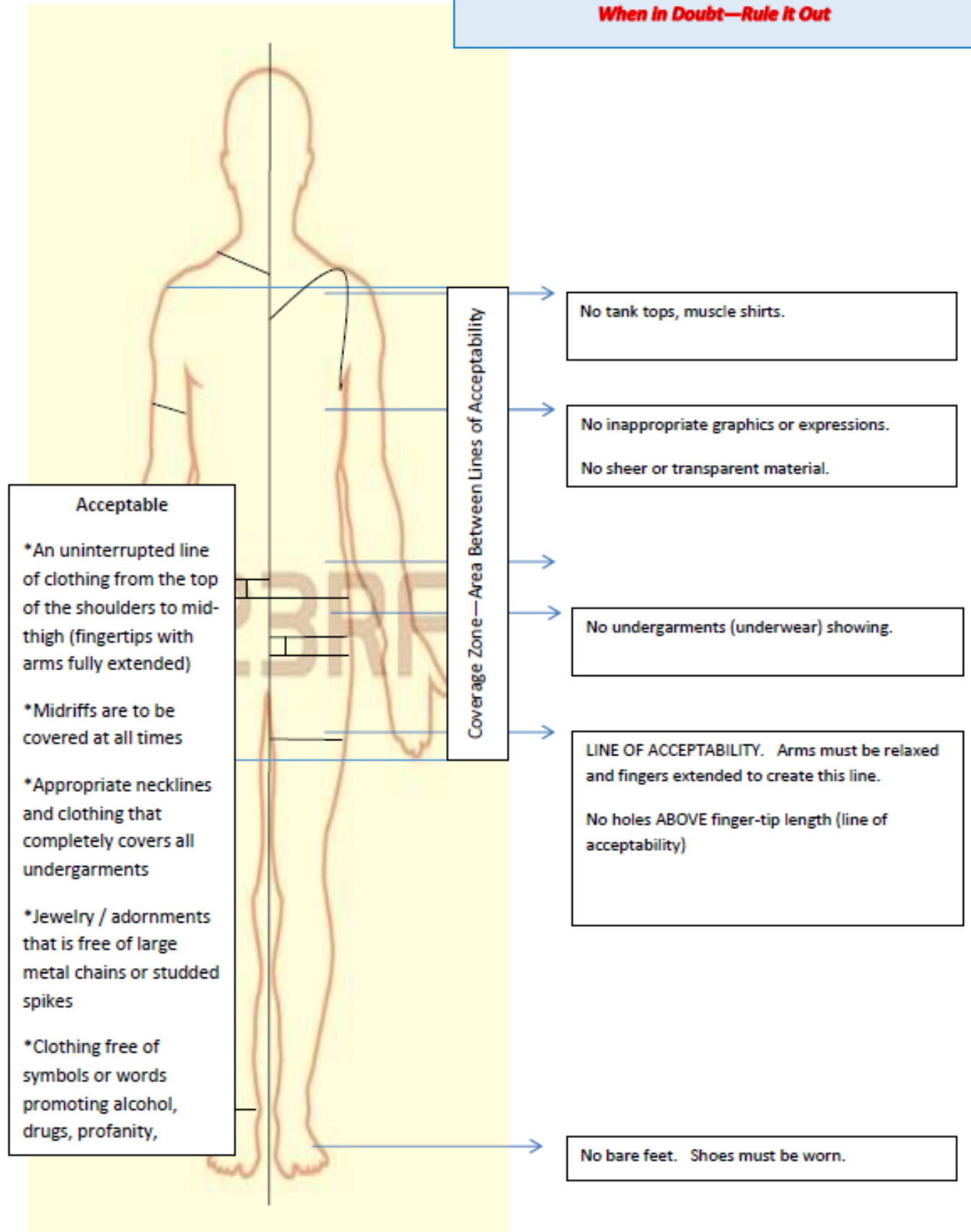
- \*An uninterrupted line of clothing from the top of the shoulders to mid-thigh (fingertips with arms fully extended)
- \*Midriffs are to be covered at all times
- \*Appropriate necklines and clothing that completely covers all undergarments
- \*Jewelry / adornments that is free of large metal chains or studded spikes
- \*Clothing free of symbols or words promoting alcohol, drugs, profanity.

**Coverage Zone—Area Between Lines of Acceptability**

- Shirt straps must be 3 inches in width
- Please, cleavage should not be seen at school. No excessive tightness of shirts.
- No Sheer or transparent material
- No inappropriate graphics or expressions
- No midriff showing—front or back
- No Holes ABOVE finger-tip length (line of acceptability)
- LINE OF ACCEPTABILITY. Arms must be relaxed and fingers extended to create this line.
- Skin tight materials may be worn on the leg only if a garment covers them at least at the finger-tip length. This includes, but is not limited to (leggings, yoga pants, lycra pants, panty hose, etc).
- No Bare Feet. Shoes must be worn.

**Union County High School Boys Dress Code**

***When in Doubt—Rule It Out***



## ***Electronic Devices:***

Cell phones and all other personal property items are not allowed to be a distraction or a disruption to the educational process. Any item/object that causes a disruption of the school's operation may be confiscated and will be returned to the student and/or parent at a time deemed appropriate by administration. Cell phones are prohibited within classrooms (unless the adult in charge/teacher grants authority for educational use), inside the office complex, in/around areas deemed private(i.e.: restrooms and/or locker rooms, and during times of detention/ISS). Use of recording/sharing of illegal/disruptive incidents is prohibited. Administration may ask to review a student's cell phone if he/she deems it necessary to move forward with an ongoing school investigation.

### **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as a ground for suspension or expulsion.
- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C.35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C.35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C.35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C.11-8-8-7 and the Sex Offender Registry Offense Statute at I.C.35-42-4-22, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C.35-42-4-4(b) to register as a sex offender.  
Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## ***Emancipation (Eighteen Year Olds):***

Even though you are eighteen, UCHS must still notify parents/guardians of any concerns that involve a student. This includes attendance, academics, discipline matters and Nursing Services. Failure to provide a note or phone call from your parent/guardian will result in a countable unexcused absence. The only time an eighteen year old or older student is accountable for only himself/herself is if he/she has filed the proper paperwork for emancipation through the court system.

## ***Emergency Procedures:***

Fire and tornado drill instructions are posted in each room in the building. The evacuation procedures are to be followed as posted. The **fire signal** is a long, uninterrupted horn. The **tornado signal** is a short, interrupted horn. All drills are to be treated as if they were actual emergency situations. Required drills will be conducted and recorded per state guidelines, and the administration may hold additional emergency drills as they see fit to aid student & staff safety.

## ***Harassment and Bullying Policy:***

Conduct constituting harassment may take many different forms. These include, but are not limited to:

1. Sexual - Verbal - Written or stated verbally.  
Nonverbal - Pictures, gestures, etc.
2. Physical Contact - sexual in nature and unwanted.
3. Gender-Ethnicity-Religious-Disability-Height-Weight-Race/Color
4. Verbal - Written - or Oral including, but not limited to, jokes, insults, disparaging remarks.
5. Nonverbal - including, but not limited to, placing objects, pictures, graphic commentaries in the school environment.
6. Physical - any intimidating or disparaging action including but not limited to hitting, punching, spitting. If the alleged harasser is a student, staff member, or other person associated with the corporation, other than the student's principal, the student victim should contact his/her principal as soon as possible. If the alleged harasser is the student's principal, then the student should contact the superintendent as soon as possible.

## **BULLYING**

Indiana state code requires that Indiana schools establish a policy directed toward bullying in schools. No student in the Union County/College Corner Joint School District should be subjected to bullying. As used in this student discipline section, “bullying” means overt, repeated acts or gestures, including:

- verbal or written communications transmitted;
  - physical acts committed; or
  - any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
1. This rule on bullying applies when a student is:
    - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
    - b. Off school grounds at a school activity, function, or Event;
    - c. traveling to or from school or a school activity, Function, or event; or
    - d. Using property or equipment provided by the School.
  2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

## ***Insurance:***

Information concerning student insurance is available at registration and in the UCHS office. Taking insurance is voluntary on the part of the parent or student. Parents should read the information carefully and come to an early decision. Forms should be filled out and returned, with a check, to the UCHS office.

## ***Internet Policy:***

### **Union County College Corner Joint School District**

#### **Student Technology - Acceptable Use Agreement**

##### **Introduction**

Union County College Corner Joint School District (UCCC JSD) provides students and staff with a variety of technology resources. This technology may include, but is not limited to: iPads, Chromebooks, iPods, desktop computers, netbooks, and laptops as well as network and internet resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies of Union County College Corner Joint School District for the fulfillment of educational objectives. These expectations apply regardless of whether technology is accessed at school or remotely. All UCCC JSD-issued devices are the property of Union County College Corner Joint School District and by using these devices; students agree to abide by the Acceptable Use Policy and guidelines within this agreement. When used on campus or during school sponsored events, use of personally owned technology resources must also adhere to these guidelines. The policies outlined in this document cover all available technologies now and into the future, not only those specifically listed or currently available.

##### **Technology and Internet Use Agreement**

All students, parents, and UCCC JSD employees are responsible for their actions and activities while using UCCC JSD technology and network resources. This agreement provides general guidance concerning the use of UCCC JSD devices and network resources (hereafter referred to as district technology resources). It provides examples of prohibited uses and does not attempt to describe every possible prohibited activity. Furthermore, all users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and respectful, without attempting to get around technological protection measures instituted for the safety of our students and network. All users, regardless of age or affiliation with UCCC JSD, should use good common sense and if there are questions or concerns about whether a specific activity is prohibited they should clarify those concerns with a UCCC JSD administrator before taking such action.

### **Assignment of Technological Devices**

A technology device (device with hardware and software, a charger with a cord and a case, if provided, for the device) may be assigned to students at the beginning of the school year. All students who receive a school issued device will be carrying the assigned device through the day and may be taking it home each evening. Students are responsible to care for and charge the device each evening and weekend to be prepared for the next educational day. Devices that are not fully charged at the beginning of the day will, most likely, run out of power before the end of the school day thus restricting student's participation in class. It is also recommended that students comply with energy management suggestions so battery life is extended throughout the day. Each student should remain in possession of his/her device at all times, unless it is locked in the student's locker or stored in their classroom charging cart.

### **Parent and Student Prerequisites**

All students are required to attend a mandatory informational meeting prior to the student gaining access to the assigned device. Students and parents are required to comply with the acceptable use policy by providing annual acknowledgment during registration that will remain in the student management system. Optional meetings and information regarding any changes to policy will be shared at the school building.

### **Acceptable Use**

- The district technology resources are provided solely for the educational purposes consistent with the district educational mission, instructional goals, curriculum, online learning, and data management systems.
- Students must comply with all policies, rules, and expectations concerning student conduct and communication when using district technology resources, whether on or off school property.
- Students must comply with all specific instructions from UCCC JSD staff and administration when using technology resources.
- Students must comply with individual school rules, policies or guidelines governing use of personal devices. Penalties for non-compliance may include confiscation of personal devices.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.

### **Prohibited Use**

Unacceptable uses of district technology resources include, but are not limited to, the following:

- Accessing or communicating inappropriate materials - Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- Illegal activities - Students may not use district technology resources for any illegal activity or in violation of any district policy, procedure, or rules or in violation of any local, state or federal law. UCCC JSD assumes no responsibility for illegal activities of students while using district technology resources.
- Violating copyrights or software licenses - Students may only copy, download, or share copyrighted materials (including music, film, images, photographs, artwork, software, or video) in accordance with applicable copyright law. Unauthorized use of copyright material is illegal and may subject the user to substantial civil and criminal penalties. UCCC JSD assumes no responsibility for illegal activities of users while using district technology resources.
- Plagiarism - Students may not represent as their own work any materials obtained on the Internet or by electronic means. Plagiarism is taking the ideas or works of others and presenting them as if they were original to the user.
- Language - Students may not post information that could cause damage, harm, or a substantial disruption of the educational environment. Students may not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. If students are told by any person to stop such behaviors, they must stop. Students may not knowingly or recklessly post false or defamatory information about a person or organization. District technology resources are an extension of the classroom and all language and behavior used must adhere to established classroom guidelines.
- Misuse of passwords or unauthorized access - Students may not share passwords, use another user's passwords or access another user's accounts.
- Malicious use or vandalism - Students may not engage in any malicious use, disruption, or harm to district technology resources, including, but not limited to hacking activities and the creation or uploading of computer viruses.
- Avoiding school filters - Students may neither use nor attempt to use any software, utilities or other means to access content, network or Internet sites blocked by school filters.
- Unauthorized access to social media - During the school day, students may not access social media such as blogs or social networking sites except under the direction and supervision of UCCC JSD staff.

### **Compensation for Losses, Costs, and/or Damages**

The students and their parents/guardians may be responsible for compensating UCCC JSD for any losses, costs or damages incurred through violation of UCCC JSD policies, procedures, and rules while the student is using district technology resources. The students and their parents/guardians may be responsible for the loss, theft, damage or neglect of any UCCC JSD computer, laptop, or mobile device issued to or used by the student.

### **Student Security**

Students may not post or reveal personal contact information (including full names, address, telephone number, social security number or other personal information) about themselves or other people on the Internet or network while using district technology

resources. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students may not agree to meet with someone they have met online without their parent's approval and participation.

### **System Security**

The security of district technology resources is a high priority. Students should immediately notify an administrator, network coordinator or other staff member if they have identified a possible security problem. Students may not demonstrate the problem to other students, access unauthorized material, or attempt to resolve security problems, because this may be construed as an illegal attempt to gain access.

### **Expectations of Privacy**

Students should not have any expectation of privacy for any information on district technology resources. Students may be asked at any time to surrender their personal or district device in use while participating in a school-related function. Failure to comply with any request for examination may result in immediate administrative disciplinary action.

### **Email**

UCCC JSD may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies and infrastructure. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by district policies or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

### **Recording or Taking of Pictures, Audio, or Video**

There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the Union County College Corner Joint School District. However, this is not intended to prevent parents or other interested parties from photographing or videotaping extra-curricular activities for their own private interest. UCCC JSD assumes no responsibility for media recorded by parents and other interested parties or its use.

### **Disciplinary Action**

Violations of this agreement may result in disciplinary action including, but not limited to, loss or restricted use of any district technology resources or personal devices, further UCCC JSD disciplinary measures, or the involvement of law enforcement. Limits of Liability:

- To safeguard technology users from offensive and/or inappropriate material, access to online content via the network is filtered and monitored in accordance with UCCC JSD policies and federal regulations, such as the Children's Internet Protection Act (CIPA). However, users should be aware that no filtering system is failsafe and UCCC JSD makes no guarantees of their effectiveness.
- UCCC JSD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- UCCC JSD will not be responsible for damage or harm to persons, data, hardware, or files.
- UCCC JSD will not be responsible, financially or otherwise, for unauthorized transactions or postings conducted over the school network.

### **Required Parental Consent**

As the student's parent/guardian, I have read and agree to this agreement. In consideration for the privileges of my child's using the Union County College Corner Joint School District's technology resources and in consideration for having access to the information contained on or by the district technology resources, I hereby release the Union County College Corner Joint School District, the Board of Education, the district technology resources, and their operators and administration from any all claims of any nature arising from my child's use, or inability to use, the district technology resources.

### ***Locker Rules:***

In order to implement the school corporation's policy concerning student lockers, the school board adopted the following rules and regulations:

LOCKS - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.

1. USE OF LOCKERS - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband," which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or educational functions, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library material not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Lockers



should not contain any food or drink. Students shall be expected to keep their lockers in a clean and orderly manner. If students choose to share a locker, each student shall be held equally responsible for the contents and condition of the locker.

2. **AUTHORITY TO INSPECT** - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule #2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal. The principal may give the following staff member's authority to inspect lockers: central office administrators, vice-principal, dean, guidance counselor, athletic director, teacher, custodian, nurse, etc.
3. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS** - The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband. Before a particular student's locker is inspected, the student (or students), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on the school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practical.
4. **INSPECTION OF ALL LOCKERS** - An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant principal reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of an interference with school purposes or educational functions, a physical injury or illness to any person, damages to personal/school property, or a violation of state laws or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
  - a. When the school corporation receives a bomb threat
  - b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
  - c. At end of grading period and before or during school holidays to check for missing library books or lab chemicals or school equipment
  - d. Where student violence or threat of violence creates a reasonable belief that weapons are stored in lockers
  - e. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
5. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS** - The principal, superintendent, or assistant principal may request the assistance of law enforcement officials to assist the school administrator in inspecting lockers or their contents for the purpose of enforcing school policies. Only is such assistance required to identify substances which may be found in the lockers, or to protect the health and safety of persons or property such as to aid in the discovery and disarming of bombs, which may be located in the lockers.

If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf, or in the place of, such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

**LOCKER MAINTENANCE** - Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers, clean out, or supervise the cleaning out of lockers from time to time in accordance with a posted general housekeeping schedule, the locker of a student who no longer is enrolled in the school, or a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

### ***Lunch Time (Closed Campus):***

UCHS operates on a closed campus status. Students coming to school in the morning are to remain in the school building for the rest of the day. Students are not allowed to leave during the lunch periods. Also, students are not allowed in the parking lots during school hours. Permission from the office must be obtained before a student may leave the school grounds during the day. Students are to eat and drink only in the cafeteria. The cafeteria is the students' common and social area. Please try to help keep the cafeteria - your area - neat and clean. Place trash in the receptacles provided and clear trays from the tables properly. Students may not order food to be brought in or delivered to the school unless special permission is given by the administration in advance. Students, and student clubs or organizations, may not sell candy during school hours. Violations of the above will result in disciplinary action.

**Charging Lunches:** Union County High School cannot provide change for checks presented as payment for lunch above the purchase price. The full amount of the check will be deposited into the auto pay account of the student and will be available for student use for breakfast or lunch items. There is no charging for lunch during the final week of school. School lunches are to be paid on time. However, we realize that there may occasionally be unique circumstances that require a lunch to be charged. To ensure consistency throughout our schools, the following procedures will be followed: A student may charge lunch for one day only. Charges may not be made for snack items. Charges are not allowed for breakfast in any of the schools.

## ***Metal Detectors:***

Please see Board approved NEOLA policy #7440 regarding the use of this type of device for school safety.

## ***National Honor Society:***

The **National Honor Society (NHS)** at Union County High School primarily inducts students in their junior year. Seniors may also be inducted if they meet minimum GPA requirements and all other selection criteria. Therefore, students who fail to apply or fall short of the requirements as juniors (in the area of scholarship, leadership, involvement or service) may reapply for membership in their senior year. Students must have a 3.0 GPA or higher by the end of their 5th or 7th semester, for juniors and seniors, respectively. Students meeting these initial criteria are provided applications in the spring of that year that must be completed and submitted to the NHS advisor(s). The application is a student's opportunity to provide justification for his/her selection; specific evidence for service, leadership and involvement are required. Evaluation of the following will determine final selection:

**Service:** Each student must have been involved in at least three (3) service projects. Both in-school and out-of-school projects are considered.

**Leadership:** Each student must have held at least one (1) elected or appointed officer position in a school or similarly youth-focused organization.

**Involvement:** Each student must belong to two (2) or more school or similarly youth-focused organizations. Athletic team participation counts as an organization.

**Character:** Each student must display the signs of appropriate character as evidenced by:

- Integrity - No recorded incidents of cheating or intentional dishonesty (checked at main office).
- Positive behavior - No recorded incidents of skipping school or knowingly violating school regulations (checked at main office). No recorded civil/criminal offenses within the community per signed application from student and co-signed by parent(s).
- Cooperative - Displays a willingness to assist classmates, faculty members and others within the school environment.
- Ethical - Displays behavior consistent with the goals of fairness and openness with others in all situations.

Final selection is the responsibility of the Faculty based on an assessment of each student's written application for membership. Students that choose not to apply are not considered for membership. Announcements of membership are made in the March time frame with the formal induction ceremony to follow shortly thereafter and usually within the first two weeks of April.

## ***Notification of Rights under FERPA:***

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 certain rights with respect to the student's education records.

1. The right to inspect and review the student's education record within 45 days of the day the school corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Union County/College Corner Joint School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent or eligible student, the corporation will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving the school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

5. The right to refuse to allow the school district to disclose “directory information”:  
It is the policy of the school district to make available, upon request, certain information known as “directory information.” The school board designates student “directory information” as: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of policy, if disclosed. “Directory information” shall not be provided to any organization for profit-making purposes.
6. Parents or eligible students may refuse to allow the school district to disclose any or all of such “directory information” upon written notification to the school district within fourteen (14) days after receipt of this public notice.

### ***Pediculosis Infestation Policy:***

Pediculosis is a communicable disease as long as live lice remain on the infested person and until eggs (nits) within ¼ inch of the scalp are removed. Children will be excluded from school upon confirmation of live lice or eggs (nits) within ¼ inch from the scalp. They can return to school following treatment.

1. If infestation is found on a student, as indicated by a live louse or eggs (nits) within ¼ inch from the scalp being present, the following procedures are followed:
  - a. Parent or individual designated by a parent is called to remove a child from the school environment.
  - b. Other family members in the school setting are checked for infestation.
  - c. Parent or individual designated by a parent is provided with written and verbal information on pediculosis treatment and home control measures to eliminate sources of infestation.
  - d. The school nurse may offer the parent assistance through a home visit.
  - e. Children may return to school when they are free of live lice and eggs (nits) within ¼ inch from the scalp. They must be checked in the clinic prior to admittance and accompanied by a parent, guardian, or designee who will take responsibility for the child if the child is not cleared to return to class. There will be follow-up checks as needed.
  - f. Parent or guardian should continue daily head checks for four weeks and are expected to remove old nits when found.
2. Student absences due to pediculosis infestation will be excused for one school day per occurrence. Any absences beyond one day for pediculosis will be considered unexcused.
3. After the third infestation within a school year, the issue may be turned over to the Union County Multi-Agency Attendance Committee or to Child Protection.

### ***School Nursing Services:***

The school health services are under the direction of a registered nurse. The nurse meets the qualifications of both the State Board of Education and State Nurses Association as a public health nurse. The nurse is available part-time only. Students may request permission to see the nurse.

**ILLNESS:** In case of illness, students must be fever-free for 24 hours without medication before returning to school. In cases of vomiting and diarrhea, students must be symptom-free for 24 hours without medication before returning.

**MEDICATIONS:** Medications should be given at home whenever possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. All medication that is to be administered at school must come in the original container. A parent/guardian must sign for all OTC and prescription medications to be given at school. Over the counter medication (OTC) must be clearly marked with the student’s name and come in the original container or package. Prescription medication must have the RX label that includes the student’s name, date, medication name, dosage, and instructions for administering or a physician signature is required on the school form. Medication will not be given otherwise. Anytime medications are to be discontinued or the dosage changed, it is the responsibility of the parent to notify in writing of the change or discontinuation. All medication (prescription & OTC) must be turned into the office upon entering the building.

**DOCTOR’S ORDERS:** All doctor’s orders must be updated yearly. Please make an appointment with the school nurse prior to the beginning of the school year to set up a plan of care for your child.

Health Screenings

The following hearing screenings take place yearly: 10th Grade.

### **IMMUNIZATION REQUIREMENTS:**

The State of Indiana requires the following immunizations for those students in grades 9 – 11:

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap
- 1 Meningococcal (MCV4)
- 2 Hepatitis A

In addition, the State of Indiana requires the following immunizations for those students in grade 12:

- 1 Meningococcal booster (MCV4)

Please provide proof of immunizations before or on the 1st day of the school year if your child has received immunizations during the past calendar year. Students may be excluded from school by IN state law if they are not found compliant. Some doses of vaccinations may be considered invalid by the Center for Disease Control depending on when they were given. If this happens, the school nurse will notify the parent of the need to repeat that vaccination. If you have any questions regarding immunizations, please contact your medical provider or the school nurse.

### ***School Closings Due to Bad Weather:***

The most efficient way to register for school closing notifications is to visit our website [www.uc.k12.in.us](http://www.uc.k12.in.us) and register with Powerschool to receive calls/emails/texts. You may visit the website which will list school closings as soon as the announcements are made. The following radio stations will be used to notify students of school cancellations or delays: WLW 700-AM Cincinnati, and WHON-AM/FM, WQLK (KICKS 96), WCBM-AM/FM Richmond. The following television stations will be used to notify students of school cancellations and delays: Cincinnati Channel 5 WLWT, Channel 9 WCPO, Channel 12 WKRC, Channel 19 FOX, Channel 64WSTR, and also Dayton Channel 2 WDTN, Channel 22 ABC, and Channel 45 WRGT.

### ***Tobacco/Vaping Policy:***

If in possession or if caught using tobacco (cigarettes, chewing tobacco, cigars, e-cigs, vaping, etc) on Union County/College Corner Joint School District property, all students will be subject to disciplinary action. Persons less than eighteen (18) years old commit a Class C infraction if they purchase, accept, or possess tobacco ... as such an LPD officer will issue said citation and take possession of the e-cig/vape/JUUL/mod/etc.. **All vaping products are NOT permitted at school.**

### ***Visitors:***

Students at UCHS who wish to bring visitors to school must clear such a request with either the Principal or Assistant Principal at least 24 hours in advance. Visitors must be from out of the immediate area. Visitors will be allowed only in very rare cases.

### ***Work Permit Policy:***

Update to Indiana's Work Permit Laws: 3/16/2021

The State of Indiana is creating an Employer Registration system for any employer that employs five (5) or more minors. Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

Employers will be responsible for maintaining an accurate list of all minor employees. If an employer has four (4) or fewer minor employees, registration will not be required. This registration does not have any impact on the work hour requirements for minors. All employers must still comply with the Teen Work Hour Restrictions.

## ACADEMIC SECTION

### **ACT/SAT:**

Union County High School's policy is to list all standardized test scores on the student's transcript. Upon formal request, only the PSAT, SAT, and ACT test results may be removed at the discretion of the student and parent. State test results are required to be listed. Keep in mind, students must declare when taking the ACT and SAT to whom the scores should be released, including UCHS. Starting with the Class of 2023, Juniors will be required to take the SAT during the school day at Union County High School per directives from the Department of Education.

### **ADVANCED PLACEMENT (AP) COURSES:**

Participating in Advanced Placement (AP) courses gives students the opportunity to take college-level courses while still in high school. Students will develop the writing skills, problem-solving techniques, and study habits that will prepare them for college academics. Plus, taking rigorous AP courses demonstrates maturity, willingness to push intellectually, and commitment to academic excellence, which can help students stand out in the college admissions process. Students will study subjects in greater depth and detail, and rather than simply memorizing facts, they will be expected to develop and support their own arguments and perspectives. Each AP course has a corresponding AP Exam that schools worldwide administer in May. Taking an AP Exam allows students to experience a college-level exam now, while in high school. Most colleges and universities grant students credit, placement, or both for qualifying AP Exam scores. For more information, speak to the teacher of the course(s) of interest or visit [www.collegeboard.com](http://www.collegeboard.com).

### **Advanced Placement Grade Weighting:**

Advanced Placement (AP) courses are weighted through an increase of one (1) grade point value. For example, if a student receives a 'B' in an AP course, then it will be reported as an 'A' on his/her transcript, and the weight will be reflected as a 4.0 grade point value. If a student receives an actual earned 'A' in an AP course, then it will be reported as an 'AA' on his/her transcript, and the weight will be reflected as a 5.0 grade point value.

**If a student elects to drop his/her AP course prior to completion or fails to take the AP exam, then he/she will not receive a weighted grade.** Please note that an "F" in an AP course does not weigh up to a passing grade. *Only passing grades are weighted.*

AA+ 5.333

AA 5.0

AA- 4.667

### **ALTERNATIVE EDUCATION:**

The Union County Alternative Education Program has the goal of increasing the graduation rate of UCHS students and addressing the needs of the high school students having a difficult time adjusting to the expectations of a traditional high school environment. The program is a success-oriented program designed to assist students in improving self-esteem through the development of acceptable work habits, technology training, career and labor market exposure, and increasing their understanding and desire to earn a high school diploma. Students are guided toward the ultimate goal of graduation. Students must apply for admission to UC Alternative Education, and there are a limited number of seats available per the Department of Education.

**Alternative Education Attendance:** Attendance is crucial. Students will be allowed five (5) days of absence per semester. At six (6) days, the student will have an attendance hearing. At ten (10) days, the student will be suspended from the program pending expulsion for attendance. For extenuating circumstances, documentation needs to be provided.

### **CAREER INFORMATION AND EXPLORATION:**

A credit will be awarded to students when they have successfully completed the course curriculum, senior exit portfolio, senior exit presentation, as well as mandatory community service hours. In addition to the Career Information and Exploration course, students entering UCHS in 2017-2018 and beyond must complete Personal Finance and Prep for College and Careers courses in order to meet local graduation requirements.

- The Career Information and Exploration program's ultimate goal is to provide students with the skills necessary for the world outside of high school, whether their goals include college, trade/technical school, military, or the workforce. The Career Information and Exploration program promotes college and career preparedness, as well as promotes lifelong learning.

### **CORRESPONDENCE (DISTANCE LEARNING)/ DUAL CREDIT COURSE OPPORTUNITIES:**

Students have the opportunity to take courses for high school credit at locations other than Union County High School (correspondence courses). Students have the opportunity to take courses and receive both high school and college credit (dual credit). Students should speak to their guidance counselor for more information regarding Dual Credit Opportunities.

#### **Policy for Correspondence/Dual-Credit Courses:**

- A student will be permitted to take correspondence courses from an accredited school to satisfy graduation requirements.
- A student may only take six correspondence courses for high school credit.
- Prior to beginning a correspondence course, the student must complete the **Alternative Credit Opportunity Form** which includes signatures of the parent, counselor, and principal as well as evidence from the college/university of enrollment.
- The dual credit course must meet the standards set forth by the Indiana Department of Education for that subject area in order to receive high school credit.
- A three-credit hour college course equates to one high school credit.
- Since dual credit courses count toward high school graduation requirements, grades from the college course will be calculated into the grade point average/class rank.
- Withdrawn courses earn a WF (failure due to withdrawal) grade impacting a student's GPA and rank.
- Students may be required to take departmental exams in order to receive credit at UCHS.
- In order to receive high school credit for a correspondence course, the student must submit a final grade on an official transcript upon completion of the course to the guidance office.
- If a correspondence course is taken during the second semester of senior year, the guidance office must receive the transcript one week prior to commencement exercises. Failure to do so will eliminate the student from participating in the graduation ceremony providing that the credit is required for the students' diploma type.

### **DUAL CREDIT OPPORTUNITIES:**

Union County High School has an agreement with Ivy Tech Community College regarding dual credit opportunities in which a student is simultaneously enrolled at Ivy Tech Region 9 and Union County High School, and is therefore simultaneously earning Ivy Tech and UCHS high school credit in the semester culminating in mastery of the subject matter. Credit earned through dual credit may or may not transfer to other higher educational institutions at that college/university's discretion. The credit will be awarded upon notification from Union County High School that the student earned the required grade. The student seeking dual credit must take a placement test to assess the prerequisite skills that must be attained prior to dual credit being awarded. Qualifying scores on the PSAT, ACT, and SAT may also be used in lieu of the placement test utilized by the college. Dual credit opportunities change each year. See a school counselor or a dual credit teacher of the course of interest for a complete listing of approved dual credit opportunities.

### **TACO U (TAKE A COURSE ON US):**

Ivy Tech Community College offers the "Take A Course On Us" program to eligible high school seniors. For more information, please speak to an Ivy Tech Representative.



**EARLY GRADUATION POLICY:**

**Early Graduation Applications** must be completed and returned to the Guidance office prior to senior year at UCHS. Students must complete a minimum of a Core 40 diploma in order to be considered for Early Graduation per the Indiana Department of Education. Early graduates are responsible for keeping up with the end-of-the-year events for seniors through the UCHS website, announcements, as well as by staying in contact with the senior class sponsors. It is the student's responsibility to stay abreast of the events, activities, deadlines and general information.

**EXAMS AND PROJECTS:**

A semester exam for each course taught at Union County High School must be taken in order to receive credit. The exam will carry weight in computing the final course grade. The weight cannot be more than 20%. The exam, or project in some classes, must reflect the evaluation of subject matter from the entire semester.

**FAFSA (Free Application for Federal Student Aid):**

The Free Application for Federal Student Aid (FAFSA) is the form used by virtually all two- and four-year colleges, universities, and career schools for the awarding of federal student aid and most state and college aid. The official FAFSA website is at [www.FAFSA.ED.gov](http://www.FAFSA.ED.gov). After students have filed the FAFSA, they will receive a Student Aid Report (SAR). Pay attention to the deadlines! There are federal and state deadlines, and colleges may also have a deadline. Indiana FAFSA opens in October and the deadline is generally in March.

**GRADE POINT VALUES:**

AA+	5.333	(applies to AP courses only)			
AA	5.0	(applies to AP courses only)			
AA-	4.667	(applies to AP courses only)			
A+	4.333	A	4.000	A-	3.667
B+	3.333	B	3.000	B-	2.667
C+	2.333	C	2.000	C-	1.667
D+	1.333	D	1.000	D-	.667
F	.000				

A+	100-99	A	98-94	A-	93-90
B+	89-88	B	87-84	B-	83-80
C+	79-78	C	77-74	C-	73-70
D+	69-68	D	67-64	D-	63-60
F	59 and under				

**GRADE REPORTS:**

*Nine-week Mid-term grade Report:* Mid-term grades are available through Powerschool.

*Semester Report Card:* The final grades are available through Powerschool. This grade is also reported on the student's transcript.

\*\*Incomplete grades may only be issued with administrative approval and must be based on severe hardship. The work must be completed within 10 days after the last day of the semester/grading period.

**Eligibility based on grades:**

**Extra-curricular eligibility** and **athletic eligibility** are based upon passing 6 classes at the 9-week and 18-week grading periods. **This includes eligibility to attend all dances, participate in athletics, hold a leadership position in a club, as well as serve as an aide for a teacher or class.**

### **Repeated Classes and GPA:**

At the end of each semester, each student is ranked according to class on the basis of a 4.0 scale. When courses are repeated to allow greater mastery of a subject or to make up a failed course, credit will be given only once with the highest grade being retained.

### **GRADUATION QUALIFYING EXAM:**

See the DOE for specific information on the testing and/or pathway requirements necessary for each student based on his/her graduation year.

### **HEALTH AND WELLNESS CREDIT WAIVER (511 IAC 6-7-6 (4) - (6):**

The Health and Wellness one-credit requirement is fulfilled for a student if the student's program includes three credits from certain Family and Consumer Sciences courses (see a school counselor or FACS teacher for approved courses).

### **HONOR ROLL RECOGNITION:**

These honors will be recognized:

- Summa Cum Laude (Highest Honors) 3.9-up
- Magna Cum Laude (High Honors) 3.7-3.8999
- Cum Laude (Honors) 3.5-3.6999

### **INDEPENDENT STUDY:**

Students have the opportunity to take independent study courses at UCHS and receive credit toward graduation requirements based upon teacher approval and availability. Independent study courses are those which do NOT appear on the master schedule for the semester enrolled.

- If a student is interested in pursuing an independent study, the student is required to meet with the course's instructor to seek permission.
- In order for the independent study course to be added to the students' schedule, the student must submit an ***Alternative Credit Opportunity Form*** to the guidance office.
- Once approval has been granted and the student is enrolled in the course, the student is required to meet with the instructor for guidance, direction, and advice for the duration of the independent study.

### **INTERNSHIP PROGRAM:**

Students at UCHS have the opportunity to participate in an internship experience during the second semester of their senior year if they meet certain requirements which include, but are not limited to, being on track to graduate with a Core 40 diploma, being on track with senior exit requirements, a 95% attendance rate, a minimum of 2.0 GPA, pass both the English and Math portions of the ECA, a discipline record free of any referrals, three teacher recommendations, as well as transportation and proof of automobile insurance. A Pre-Acceptance packet must be filled out and returned, as well as an interview process in order to be considered for an Internship. A Post-Approval packet must be completed in order to receive credit for the internship experience. The student will be assigned an internship teacher supervisor who will issue the grade. For additional information regarding requirements, see a school counselor. ***Internships pre-packets are due no later than midterm of the first semester of their senior year. NO Exceptions!***

### **NAIA ELIGIBILITY**

PlayNAIA.org helps future student-athletes discover and connect with NAIA schools, coaches and athletic scholarships. PlayNAIA is also the official clearinghouse for NAIA eligibility. Every student-athlete must register with the NAIA Eligibility Center to play sports at an NAIA college or university.

### **NCAA DIVISION I/II ELIGIBILITY:**

Student athletes who plan to participate in NCAA Division I/II as scholarship athletes or who desire to participate in a Division I/II athletic program (walk on) should consult with their coaches in the fall of their junior year. ***Student athletes should register for the NCAA Initial Eligibility Center in their junior year.*** Students should register on-line. ***Student athletes should have each SAT/ACT score sent directly to the Eligibility Center by marking code #9999 on***

**the SAT/ACT registration forms** or when requesting additional score reports. NCAA eligibility requirements include course requirements, minimum grade point average requirements in core courses, and college admission examination scores. **Please visit the NCAA website for requirements, as NCAA standards go beyond the minimum Indiana Academic standards.**

#### **PHYSICAL EDUCATION ALTERNATIVE CREDIT:**

This waiver opportunity was passed by the IDOE during the summer of 2009. Sports operational and completed in the 2009-2010 school year and beyond will be **considered** for waiver. Coaches must verify specific strategies that were used for the student to have mastered the Indiana physical education standards in a particular sport. Coaches will recommend the final grade. However, a licensed PE instructor must issue the grade. Students must have the appropriate signatures on the *PE Alternative Credit Form* and return the form by the deadline to the guidance office in order to be awarded an alternative physical education credit. PE credits will be recorded on the report card/transcript of the semester following the end of the season, as the grade will impact honor roll, GPA, and class rank. Please note: This credit does NOT count towards IHSAA athletic eligibility. Students must be enrolled and passing 5 courses each semester for athletic eligibility. ANY and ALL PE Waivers are due each year in this order: Summer Band, Fall Athletes—due by end of first semester; Winter and Spring Athletes—due by the end of the current school year. PE Credits **MUST** be applied for in the school year earned to be awarded.

#### **PLATO ONLINE LEARNING:**

PLATO Learning System is a self-paced credit recovery program and credit advancement program. This program allows students to complete course requirements, recover credits, regain self-confidence, and graduate on time. **Plato Courses will be accessible to students during summer school, Early Bird class and through the Alternative Education Program for remediation purposes only.** Students may earn 1 credit per course. Credit is given once the requirements have been met. Students must complete all assignments and take the final exam to earn credit. The student's final grade will be based off of the UCHS Student Handbook grading policy. Because PLATO is an independent study, both the parents and student are required to accept their portion of responsibility for completing assignments. Students will be given a limited amount of time to complete the course; however, they may proceed at a faster pace. Student work must be completed during the semester they signed up for the PLATO class. It is the belief of the Union County College Corner Joint School District the most beneficial educational environment for a student is in the regular classroom. It is not the intention of the school to offer PLATO classes in lieu of regular education classes. To sign up for PLATO Lab, the student should meet with his/her school counselor to discuss which class(es) may be taken through PLATO.

#### **PSAT:**

The Preliminary SAT/National Merit Scholarship Qualifying Test (**PSAT/NMSQT**) is a program cosponsored by the College Board and [National Merit Scholarship Corporation \(NMSC\)](#). It's a standardized test that provides first hand practice for the SAT. It also gives students a chance to enter NMSC scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures: Critical reading skills, Math problem-solving skills, and Writing skills. Students have developed these skills over many years, both in and out of school. This test doesn't require students to recall specific facts from classes. The most common reasons for taking the PSAT/NMSQT are to receive feedback on strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice.

#### **SCHEDULE CHANGES:**

Students are encouraged to choose classes carefully. **Very few schedule changes will be allowed once courses are selected!** At the beginning of each new semester, schedule changes will be made **for up to five (5) days** under the following circumstances:

- Course change is required to meet graduation requirements.
- Course change necessary to balance classes
- Course change deemed necessary by the counselors, teacher or principal.

If a course change is requested by the student, the student must have the ***Petition to Drop/Add Course form*** completed and turned into the guidance office. This form includes signatures of the student, teachers, administrator, parent and counselor.

**Withdrawn courses earn a W/F (failure due to withdrawal) grade impacting a student's GPA and rank.**

### **SCHOLARSHIPS:**

Please see the UCHS Guidance Office Website, Guidance Bulletin Board, or listen to daily announcements for Scholarship information. Stop by the Guidance Office for the most up-to-date offerings. Keep in mind that these offerings change from year to year and in some cases, day to day.

### **SHORTENED DAY POLICY:**

The Indiana State Board of Education's instructional time rules require schools to provide a full instructional day to all students. This requirement includes seniors. **Eighth semester seniors may not be granted early release.** Shortened class schedules may be approved for students whose educational programs require a shortened schedule due to unusual or extraordinary circumstances. See your counselor for a list of the state defined circumstances that qualify and a ***UCHS Shortened Day Application***.

### **SPECIAL SERVICES/ACADEMIC ASSISTANCE:**

#### **RtI (Response to Intervention):**

RtI is a framework for prevention, advancement, early intervention, which involves determining whether all students are learning and progressing optimally academically, socially, emotionally, and behaviorally when provided with high quality instruction that addresses all aspects of the students. Students are recommended to participate in RtI for various reasons including, but not limited to the screener scores, teacher recommendation, standardized test scores, grades, academic difficulties, behavioral concerns etc.

#### **SECTION 504 of the Rehabilitation Act of 1973:**

Section 504 is federal legislation from the 1973 Rehabilitation Act. It assures students, who are eligible, reasonable accommodations in the educational setting to address their disability. A student who has a medically documented physical or mental handicap that substantially interferes with one of life's major functions, such as walking, seeing, hearing, speaking, breathing, learning, or working is eligible based on a 504 conference recommendation. A student may also qualify by having an impairment that is temporary due to an accident or illness. A 504 accommodation plan is designed for each student according to individual need. Please see your counselor for additional information regarding Section 504.

#### **IEP (Individualized Learning Plan):**

IDEA or Individuals with Disabilities Education Act is the federal law that guides special education. Each state also has to have special education laws. In Indiana, they are called Article 7. To be eligible for special education and related services, the case conference committee must determine, based on the evaluation results and other information, that the student is eligible for services. Please see the Special Services Coordinator for additional information regarding Individualized Learning Plans.

### **TIPS FOR COLLEGE BOUND STUDENTS:**

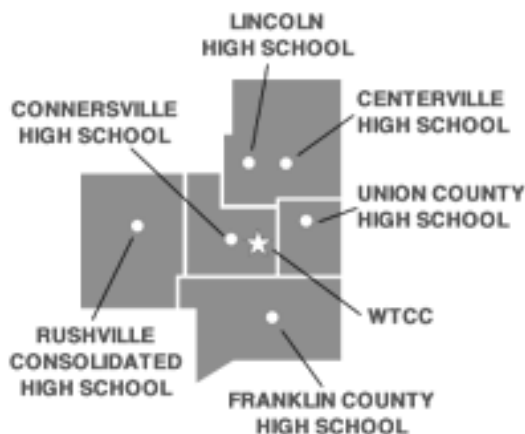
- Take as many academic courses (English, Math, Science, Social Studies, and Foreign Language) as you can reasonably handle all four years.
- Build your college resumé by doing well in difficult courses, such as Advanced Placement courses.
- For admission, many colleges and universities require a minimum of three academic courses be taken last semester (8<sup>th</sup> semester) of the senior year.
- Take the PSAT and other college admission prep tests to help prepare for the SAT and ACT college admissions test.
- Plan to take the SAT and/or the ACT College entrance examinations in the spring of Junior year and retake in the summer prior to, or the fall of Senior year.
- Fill out college applications in the fall of senior year. Many deadlines occur in November and December. Submit college applications prior to November 1, for the best scholarship opportunities.
- File the FAFSA (Free Application Federal Student Aid) before March of Senior year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Apply for local and UC Foundation scholarships in the spring. See UC Foundation website for information regarding the Lilly Scholarship application and deadlines.
- Check individual college requirements to help you plan your schedule.
- Plan ahead! Schedule a meeting with a counselor to answer questions about college requirements.

### **WHITEWATER CAREER CENTER:**

Typically for juniors and seniors. Applications to attend must be submitted when scheduling for junior year. Three credits per semester are granted for completed work at WCC. Bus transportation is provided by the Union County School Corporation except for those students enrolled in summer cosmetology or a Co-Op experience. Those students must provide their own transportation.

#### ***WCC Programs:***

Automotive Collision Technology  
Automotive Technology  
Construction Technology  
Cosmetology  
Criminal Justice Program  
Culinary Arts  
Diesel Technology  
Education Careers  
Electricity  
Graphic Design  
Health Science  
Information Technology  
Precision Machine Technology  
Welding Technology



#### **Participating High Schools:**

Connersville High School  
Centerville High School  
Franklin County High School  
Lincoln High School  
Rushville Consolidated High School  
Union County High School

#### **How to Sign Up for a Technical Program:**

- Attend the WCC presentation given to sophomores.
- Visit the career programs you are interested in by signing up to go on the WCC field trip sponsored by the guidance office.
- Fill out the WCC Student Application to reserve a spot in the program you wish to attend.
- For additional information, contact the Whitewater Career Center, 1300 Spartan Drive, Connersville, IN 47331 (765)-825-0521

Talk to a school counselor about incorporating a WCC program into your schedule.

### **WITHDRAWAL POLICY:**

Graduation from high school is an **expectation** at UCHS.

### **UCHS COURSE OFFERINGS:**

-See the Indiana Department of Education website for Course Descriptions. UCHS may offer any IDOE courses with support from the superintendent, any non IDOE courses must be Board approved.

<http://www.doe.in.gov/ccr/course-titles-and-descriptions>




**CORE  
40**

# Course and Credit Requirements

Students must complete 40 total Indiana credits, as defined in the table below, to qualify for high school graduation. Schools may have additional graduation requirements that apply to all students. Exceptions to additional graduation requirements would apply to students with Individualized Education Programs.

Subject	Credits	Course Requirements
English/Language Arts	8 credits	Includes a balance of literature, composition, and speech.
Mathematics	6 credits	Algebra I, Geometry, Algebra II (Analytical Algebra II) <b>OR</b> Integrated I, Integrated II, Integrated III <b>AND</b> Ensure students complete six credits in grades 9-12.*
Science	6 credits	2 credits: Biology
		2 credits: Chemistry, Physics, or Integrated Chemistry-Physics
		2 credits: Any Core 40 science course
Social Studies	6 credits	2 credits: World History/Civilization or Geography/History of the World
		2 credits: U.S. History
		1 credit: Economics
		1 credit: U.S. Government
Directed Electives	5 credits	Career and Technical Education
		Fine Arts
		World Languages
Physical Education	2 credits	1 credit: PE I
		1 credit: PE II
Health and Wellness	1 credit	Students may earn health and wellness credit from the health education area of study or alternate options.
Electives	Minimum of 6 credits	All students are strongly encouraged to complete a College and Career pathway by selecting electives in a deliberate manner.

\* Students must take a math or quantitative reasoning course each year in high school, regardless of credit completion.





# CORE 40 with Academic Honors Requirements

For the Core 40 with Academic Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn two additional Core 40 math credits;
- Earn six to eight Core 40 world language credits, including six credits in one language or four credits each in two languages;
- Earn two Core 40 fine arts credits;
- Earn a grade of “C” or better in courses that count towards the diploma;
- Have a grade point average of “B” or better; and
- Complete one of the following:
  - A. Earn four credits in two or more courses within the following programs and take the corresponding exams:
    - Advanced Placement (AP);
    - International Baccalaureate (IB);
    - Cambridge International courses;
  - B. Earn six verifiable transcribed college credits in dual credit courses from the approved dual credit list;
  - C. Earn two of the following:
    - A minimum of three verifiable transcribed college credits from the approved dual credit list;
    - Two credits in AP courses and take the corresponding exams;
    - Two credits in IB standard level courses and take the corresponding exams;
    - Two credits in Cambridge International courses and take the corresponding exams;
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum on 560 on math and 590 on the evidence-based reading and writing section;
  - E. Earn an ACT composite score of 26 or higher and complete the written section; or
  - F. Complete a work-based learning experience/program or career and technology education experience/program approved by the Indiana State Board of Education to replace the coursework above.



# CORE 40 with Technical Honors Requirements

For the Core 40 with Technical Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn six credits in the college and career preparation courses in a state-approved College and Career Pathway and one of the following:
  - Pathway designated industry-based certification or credential; or
  - Pathway dual credits from the approved dual credit list resulting in six transcribed college credits.
- Earn a grade of “C” or better in courses that count toward the diploma;
- Earn a grade point average of “B” or better;
- Complete one of the following:
  - A. Any one of the options (A-F) for the Core 40 with Academic Honors;
  - B. Earn the following minimum score on WorkKeys:
    - Workplace Documents: Level 6
    - Applied Math: Level 6
    - Graphic Literacy: Level 5
  - C. Earn the following minimum scores on Accuplacer:
    - Writing: 80
    - Reading: 90
    - Math: 75
  - D. Earn the following minimum scores on Compass:
    - Algebra: 66
    - Writing: 70
    - Reading: 80

## Indiana General High School Diploma

The completion of Core 40 is an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) must meet to discuss the student's progress.
- The student's Graduation Plan (including four year course plan) is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

### Course and Credit Requirements (Class of 2016 & Beyond)

<b>English/Language Arts</b>	<b>8 credits</b> Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits (in grades 9-12)</b> 2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math course or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
<b>Science</b>	<b>4 credits</b> 2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
<b>Social Studies</b>	<b>4 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>College and Career Pathway Courses</b> Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	<b>6 credits</b>
<b>Flex Credit</b>	<b>5 credits</b> Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<b>6 credits</b> Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.

### 40 Total Credits Required

Schools may have additional local graduation requirements that apply to all students